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Official Representation Funds (ORF)

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Official Representation

- Maintain the standing and prestige of the United States by extending official courtesies to various dignitaries, officials and prominent citizens
- Includes hosting official functions and presenting gifts and mementos
- Navy's ORF budget is relatively small but has high degree of visibility and scrutiny. DoN is required to provide quarterly execution reports for ORF through OSD to Congress

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Authority to extend courtesies

- DON officials who receive ORF authority from SECNAV, CNO, CMC are authorized to extend official courtesies on behalf of the U.S. Government
  - Authority may be redelegated
- Only SECNAV, CNO or CMC may invite foreign dignitaries to visit the U.S. at DoD's expense

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ORF Administration

- AAUSN administers the DON ORF program
- SECNAV delegated authority to grant exceptions to ORF policy to AAUSN, CNO and CMC
  - Can be redelegated to VNCO and ACMC

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Individuals eligible for Official Courtesies

- **ORF may be used for, or in honor of, the following people:**
  - Dignitaries, officials, and prominent citizens
    - Foreign military and civilian citizens
    - Senior Federal (non-DoD), state and local government officials
    - Citizens who have made a substantial contribution to the United States or Department of Defense (may include retired or former civilian or military DoD officials)
    - Senior DoD officials listed in encl (1) to SECNAVINST 7042.7K who are eligible for official courtesies on official visits to field commands – Receipt of mementos limited to items with a value of less than $40.00

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Official Courtesies

- **Official Functions**
  - Officially hosted dinners, receptions, lunches or meetings
- **Gifts and Mementos**
  - Common tokens of courtesy usually, but not always, presented at official functions

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Official Functions

- **At hosted events, a minimum ratio requirement must be met for use of ORF:**
  - less than 30 persons, 20% must be non-DoD
  - more than 30 persons, 50% must be non-DoD
- AAUSN, CNO and CMC may authorize different ratios with sufficient justification

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Official Functions (con't)

- **When hosting multiple functions in honor of one group or individual**
  - SECNAV policy allows one official function for all attendees (DoD/non-DoD)
  - ORF is approved for all other functions for the non-DoD guests only

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Gifts and Mementos

- Gifts are limited to an aggregate value of $305.00
- Official (Naval, DoD) theme mementos/gifts include:
  - Plaques, pens, books, command/ship ball caps, coins, cuff links and other items that cannot be misconstrued as a personal gift
- Reflect uniquely American, DON, command/unit, or other appropriate themes that may be relevant or significant to the particular event at which the gift will be presented
  - All clothing as memento must reflect this

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Gifts and Mementos (con't)

- Upon official visits to foreign countries and field activities, SECNAV policy allows certain senior officials to present mementos costing no more than $50.00 to non-DoD individuals who are not eligible for official courtesies
  - Example: coin given to Non-DoD driver or interpreter

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Unauthorized use of ORF

- Expenses that circumvent administrative or legal restrictions for the use of other appropriated or non-appropriated funds
- Any expenses not specifically authorized unless advance written approval is granted by UNSECNAV, CNO, CMC, or AAUSN

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Unauthorized use of ORF (con't)

- Materials, supplies, services, interpreters, travel, transportation or entertainment which may properly be charged to other programs or appropriations
- Official functions and courtesies extended to or in honor of Latin American distinguished citizens, military personnel, students, government officials, and members of the diplomatic community must be funded with Latin American Cooperation Funds (SECNAVINST 7042.13B)

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Unauthorized use of ORF (con't)

- Expenses related to change of command and retirement ceremonies for DoD personnel or performance awards
  - However, when a change of command reception is intended to provide an opportunity for the incoming commander to meet individuals qualifying under 6a(1) through (3), an exception to policy may be requested in advance.

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Unauthorized use of ORF (con't)

- Gifts for DoD officials unless otherwise authorized
- Meals or refreshments for Federal employees in connection with routine inter or intra-agency working meetings
- Expenses related to meetings, conferences, seminars, conventions or working groups

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Unauthorized use of ORF (con't)

- Clothing
  - Except for authorized mementos
- Clothing rental services and personal items
- Payments for labor or gratuities to members of the Armed Forces or employees of the Government for services performed in connection with official functions
- Greeting cards, invitations, place cards, calling cards or other printed matter, including photographs except for foreign VIPs under the Foreign VIP Visit Program (CNO counterpart visits)

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Unauthorized use of ORF (con't)

- Any items of a personal nature for guests
- Social or entertainment functions hosted by, and gifts or mementos presented by, spouses of DoN personnel
  - Unless in connection with visits to the U.S. by foreign officials and their spouses when invited by SECDEF, DEPSECDEF, SECNAV, Chairman JCS, CNO or CMC
- Mementos for spouses of individuals listed in 6a(1) through (4)
  - Unless in connection with visits to the U.S. by foreign officials and their spouses when invited by SECDEF, DEPSECDEF, SECNAV, Chairman JCS, CNO or CMC

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Unauthorized use of ORF (con't)

- Expenses for DoD personnel related to regularly recurring social functions (i.e. military balls)
- Classified projects or intelligence/investigative liaison purpose
- Any portion of any event that is eligible for sponorship with MWR funds

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Exception to Policy

- **Common exceptions to policy include:**
  - Expending ORF for
    - Change of Command Ceremonies
    - Performance award ceremonies
  - Occasions that warrant use of ORF for official courtesies including:
    - keel layings, launchings, commissioning, recommissionings and decommissioning of naval ships, establishment/disestablishment of shore installations
  - Different ratios for specific occasions that warrant deviation from the requirement

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Exception to Policy (con't)

- Requests must be submitted in writing through chain of command to appropriate approving official
- Must be approved prior to any commitment of funds
- AAUSN must be copied on all approved and declined requests

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Legislative Authority

- ORF is one part of the Emergency and Extraordinary Expense (EEE) Authority provided by 10 U.S.C. 127
- Statute provides SECDEF and the Service Secretaries authority to use appropriated funds for emergency and extraordinary expenditures for discretionary purposes

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Implementing Policy

- **DOD Directive 7250.13 – Official Representation Funds**
  - Establishes policy for ORF throughout the DoD
- **SECNAVINST 7042.7K – Guidelines for use of Official Representation Funds**
  - Implements DoD policy and clarifies Navy policy
  - Delegates authority and policy on the exercise of that authority
  - Implements provisions of DoD policy as it pertains to the payment of certain expenses of foreign dignitaries who are guests of DoD

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Additional Information Resources

- **AAUSN Special Programs website**:
  - http://www.hq.navy.mil/AAUSN/sp/
- **SECNAVINST 7042.12C**
  - Guidelines for the use of Emergency and Extraordinary Expense Funding other than Official Representation Funds (TAB 5)